



MEMORANDUM

CITY OF WATERTOWN PLANNING OFFICE

245 WASHINGTON STREET, ROOM 304, WATERTOWN, NY 13601

PHONE: 315-785-7730 – FAX: 315-782-9014

TO: Planning Board Members

FROM: Kenneth A. Mix, Planning and Community Development Coordinator

SUBJECT: Request for Subdivision Approval – 29 and 41 Public Square

DATE: July 30, 2013

Request: Subdivision Approval for Parcels 7-02-116, 29 Public Sq.; and 7-01-112.001, 41 Public Sq.

Applicant: City Staff

Proposed Use: Parking Lot

Property Owner: City of Watertown

Comments: This proposal is being submitted for Planning Board review under Chapter A322 (Subdivision Regulations) of the City Code. The Planning Board has the option of not requiring a preliminary plat submission. Since this is a minor subdivision, Staff is processing this application as a final plat. A public hearing is required and notice has been published for it to be held at 3:05 p.m. during the Planning Board meeting. After the public hearing and completion of Part II of the Environmental Assessment Form, the Planning Board will be free to make a decision on the proposal.

In order to enable the renovation of the Woolworth Building, the City has agreed to sell vacant land on Public Square to the developer. The City needs to retain the eastern portion of 41 Public Square for driveway use, and also plans to convey a portion of 29 Public Square to the neighboring property owner (Cam's) in order to resolve an encroachment. The necessary divisions are depicted on the attached plats.

The parcels between (31-39 Public Square) will also be conveyed to the developer to form a single parcel, as shown on the assemblage plat.

After conveyance, a parking lot will be constructed on the property. The site plan is also up for consideration on this month's agenda.

cc: Robert J. Slye, City Attorney
Justin Wood, Civil Engineer II
White Birch Enterprise, 850 Still Creek Ln, Gaithersburg, MD 20878